

SUPERVISOR INFORMATION SHEET

2008 New Employee Orientation/ID Picture-Taking Information

NEW EMPLOYEE ORIENTATION INFORMATION:

New Employee Orientation is held in Room 303 Conference Room of City Hall each Monday of pay week (please note two exceptions in the schedule); *exceptions are noted below*. Any other changes to the location will be posted on the MINT. (Go to the "Employee Resources" page and click on the Orientation link.)

Orientation starts **promptly** at 8:30 am; employees should be encouraged to arrive a few minutes early.

Call Tim Keeley (x8154) for questions regarding Orientation, or email Tim: tkeele@milwaukee.gov. **Do not** email enrollments to Tim.

The City Clerk's Office may occasionally "bump" the Orientation session to another location. There will usually be a 4-day notice. You can see any changes on the MINT, under the "Employee Resources" section.

REGISTRATION INSTRUCTIONS:

Please register employees for Orientation by sending an email to Judy Kammermann: jkamme@milwaukee.gov; or call 286-3650. You may also fax a list of the employee information (*see below*) to 286-0800. **Please provide the following information for each employee:**

1. Employee Name (*first, middle initial, last*)
2. Job Title
3. Employee ID Number (6-digit), *if known at time of registration*
4. Department and Division
5. Union or Employee Group
6. Orientation Date
7. Employee Status – Please let us know if the employee is a Reinstatement, Rehire after Retirement, becoming "regular," transferring from MPS or MMSD, going from non-benefit to benefit status; part-time with benefits.

Please provide each registered employee with an "Employee Information Sheet" prior to their attending the Orientation session. The sheet is available on the on the MINT, under the "Employee Resources" section.

CITY I.D. PICTURE INFORMATION:

To schedule a new employee for an identification card, managers need to do the following:

Email the information noted below to leonard.moye@milwaukee.gov with a copy to gwen.bouras@milwaukee.gov:

- employee name (*as it is listed in the employee database*)
- employee payroll number
- activation date
- access requirements (*if access card not needed please indicate*)

When access card requests have been completed, managers will be contacted with the information on the next available Photo ID Session. Employees will need a form of photo identification as validation for new City ID. Any questions about the City identification card system should be directed to the Security Manager at extension 2156 or email leonard.moye@milwaukee.gov. Key requests must be accompanied with the Key Request Form.

2008 NEW EMPLOYEE ORIENTATION SCHEDULE:

Tuesday, September 2, 2008	Monday, November 24, 2008
* Monday, September 15, 2008	Monday, December 8, 2008
** Monday, September 29, 2008	
** Monday, October 13, 2008	
** Monday, October 27, 2008	* Room B-1, City Hall (basement)
Monday, November 10, 2008	** Room 301-A, City Hall

Revised 08-25-08